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# EMERGENCY PROCEDURES HANDBOOK

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# THREAT ON CAMPUS

## COMMUNICATE

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### INFORM THE POLICE

- Call 911: WTS address is 101 East 13th Street

### INFORM OTHERS

- Use the intercom on an internal phone (Dial \*3332)
- Send text alert (First Communicators)

### IDENTIFY THE ACTION

Suggested messages:

- Imminent threat: "There is a threat in the [location]. Initiate Avoid, Deny, Defend. Police have been called."
- Weapon but no threat: "There is a possible threat in [location]. Shelter in place. Police have been called."

## TAKE ACTION

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### AVOID/DENY/DEFEND

#### AVOID

- Identify an escape route and exit the building
- Leave your belongings
- Help others if possible
- Do not move those who are wounded
- Exit with your hands visible
- Call 911 when you are safe

#### DENY

- Hide out of view
- Lock door or block entry
- Silence cell phone
- Remain quiet

#### DEFEND AGAINST THE THREAT

- Attempt to incapacitate
- Use and maximize your physical aggression
- Improvise weapons or throw items
- Commit to your actions

### SHELTER IN PLACE/LOCKDOWN

- Lock and barricade doors
- Turn off lights
- Get out of sight

## WHEN POLICE ARRIVE

- Remain calm
- Follow instructions
- Raise and show your hands
- Spread your fingers
- Avoid quick movements

# INCIDENT BUT NO VISIBLE THREAT

## SUSPICIOUS PERSON, NO VISIBLE WEAPON

- Contact David Becker or Jon Dockery to assess the situation
- Call 911 if necessary

## SUSPECTED GAS LEAK

- Use the intercom on an internal phone (Dial **\*3332**) to order an immediate evacuation of the building
- Leave by the safest and most direct route
- Avoid elevators
- Leave your belongings
- Gather in the student housing parking lot or on the sidewalk between Hope and Western
- Help others if possible
- Do not reenter the building until notified

### CONTACT:

David Becker  
(Call or text)  
616-403-0370

Jon Dockery  
(Text)  
205-914-8253

## BOMB THREAT OR VERBAL THREAT

- Call 911: WTS address is 101 East 13th Street
- If the threat is made by phone, keep the caller on the line (be polite and show interest to keep them talking). DO NOT HANG UP - even if the caller does. Record the call if possible, and note caller ID, exact wording of the threat, type of voice, and behavior.

## SUSPICIOUS ITEM

Items may be unexplainable wires or electronics, visible bomb-like components, unusual sounds, vapors, mists, or odors.

- Do NOT touch, tamper with, or move the item
- Contact David Becker or Jon Dockery. If neither is available, call 911.

# INCLEMENT WEATHER

## COMMUNICATIONS:

**Alerts and closures will be communicated in one or more of the following:**

- Text alert
- Email
- Internal intercom during business hours
- Local news channels: WOOD TV8
- Before 7 am if overnight

## TORNADO WATCH:

No change to normal business hours or scheduled class sessions.  
Conditions will be monitored.

## TORNADO WARNING ACTIONS:

- Take Shelter
  - Main building occupants - go to the garden level
  - Library occupants - go to the lower level
- Avoid using elevator
- Assist those with limited mobility
- Remain sheltered until an all-clear communication is issued

**Warnings in effect in the early morning may delay business hours or class times. Communications will be issued.**

# FIRES

## ACTIVATE THE FIRE ALARM

- Use the pull stations located throughout the building.
- The WTS alarm system alerts the fire department. If you do not hear an alarm, call 911 (WTS address is 101 East 13th Street)

## EVACUATE THE BUILDING

- Leave by the safest and most direct route
- Leave your belongings
- Gather in the student housing parking lot or on the sidewalk between Hope College and WTS
- Assist others to safety, or alert a firefighter

### CONTACT:

David Becker  
(Call or text)  
616-403-0370

Jon Dockery  
(Text)  
205-914-8253

## IF YOU CANNOT EVACUATE

- Use fire extinguishers or fire hoses located throughout the building (see list below)
- Do NOT use water in the event of an electrical fire

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## PREPARE: FIND THE FIRE EXTINGUISHER NEAR YOU

### FIRST FLOOR

1. The long hall outside room 106
2. Next to the Development office
3. Across from Mulder Chapel
4. Next to the South stairwell

### SECOND FLOOR

1. Academic Office
2. Next to elevator
3. Next to the North stairwell
4. Next to the South stairwell

### GARDEN LEVEL

1. Next to the South stairwell

### COOK LIBRARY:

1. All floors near the elevator
2. First floor near the Writing Studio
3. Second floor near the women's restroom
4. Second floor across from the fireplace, right of the bookshelves
5. Lower level right of the conference room

# MEDICAL EMERGENCIES

1. **Call 911**. The seminary address is 101 East 13th Street, Holland, MI 49423.
2. Stay with the person until help arrives.
3. Assist with CPR or the AED only as directed by the 911 operator or emergency personnel.
4. Instruct someone to retrieve one of the two AEDs (Automated External Defibrillators) located by the chapel or first-floor library.

## AED LOCATIONS:

- Library first floor next to elevator
- Across from women's restroom near the chapel



# BUILDING CONDITIONS

## FLOODING OR WATER LEAK:

- Text David Becker and Jon Dockery
- **DO NOT:**
  - move wet electronics.
  - step in standing water that covers electrical outlets or devices. The water could be charged with an electric current.
  - enter a room if you hear popping or buzzing or if you see sparks.
  - Attempt to operate electrical equipment or appliances that have come into contact with water
- Be alert for an acrid or burning-plastic smell, which could indicate an electrical fire.
- Pull the fire alarm if you see or smell smoke.
- Remove materials from the area if it is safe to do so.
- Place a waste bin under a slow leak.

### CONTACT:

David Becker  
(Call or text)  
616-403-0370

Jon Dockery  
(Text)  
205-914-8253

## POWER FAILURE:

- Text David Becker and Jon Dockery
- Check for elevator occupants
- Knock on the elevator door on each floor
- Call extension 214 to reach the main building elevator

## COMMUNICATIONS:

**Alerts will be communicated in one or more of the following:**

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- Email
- Internal intercom during business hours